

## SC404.3 Scheduling.

(b) Policy.

- (1) In keeping with national, state, and local objectives, prepare schedules to make sure high priority work commitments are established and completed.
- (2) An annual schedule of events will be prepared for the state that will include the major activities to be carried out during the year and will be available in the annual South Carolina Business Plan. Schedules for state leadership team and statewide specialists will be available on Microsoft Outlook Calendar.
- (3) Each employee on direct charge is to use Microsoft Outlook Calendar to implement and maintain an effective scheduling process.
- (4) Outlook Calendars will be shared, as a minimum, with the employee's supervisor and supervised staff.

The schedule will display, as a minimum, who – recipients name (Outlook Calendar, Subject line), where – field or office (Calendar, Location line), when (Calendar, Start and End dates and times), and what, i.e. survey waterway, design composter, conservation planning and benefiting program/activity for each work day (Calendar, in notes area). The Outlook Calendar should be maintained on a regular basis to reflect changes in schedule.

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At the end of each month the Outlook calendars should be printed and filed under 330-20 (Operations Management, Schedules) and kept on file for a period of three years.

(c) Guidelines.

(8) State office staff assistance will be requested by the employee's supervisor. The state office employee who is requested to provide assistance will coordinate and inform his/her supervisor of all requests for assistance. The supervisor gives final approval and coordinates staff schedules. District Conservationists and RC&D Coordinators will schedule assistance, including spot checking, directly with the field engineers.